

# QUICK REFERENCE

# NPI STANDARD PRACTICES AND DEFINITIONS

## STANDARD PRACTICES

NPI standard practices are approaches to how USAID designs and implements development and humanitarian assistance activities with the intention of making those activities more accessible to and beneficial for new, nontraditional, and local actors to participate, in keeping with the principles for which NPI was created.

## ACCOUNTABILITY AND FEEDBACK PLAN

The Accountability and Feedback Plan is a specific section of an Activity Monitoring Evaluation and Learning Plan (AMELP) that outlines how broad feedback is collected and acted on with the intent of advancing equitable implementation and partnerships. The accountability and feedback plan expands upon the beneficiary feedback section required by ADS 201 and widens that practice by collecting feedback not just from beneficiaries but also from other groups (marginalized populations, local leaders, implementing subpartners, etc.) that can inform the equitable implementation of the activity. NPI has developed a [‘How-To’ guide](#) with further information on accountability and feedback planning.

## CO-CREATION

Co-creation that leads to a greater understanding of, or engagement with, the local context and local partners (local entities and locally established partners). Co-creation is an Agency Priority Goal under the Joint U.S. Department of State-USAID Strategic Plan and a critical tool to open doors to potential partners who have had limited experience in working with USAID. It can occur throughout the procurement cycle (pre-solicitation/solicitation/implementation of activities) and take multiple forms (such as either multi-stakeholder or one-on-one). To promote engagement with new partners, NPI encourages the use of short Concept Notes, followed by some type of co-creation process.

## ENHANCED LOCAL CAPACITY STRENGTHENING

Enhanced local capacity strengthening for local entities and locally established partners. NPI, in collaboration with other offices across the Agency, have championed the rollout of an enhanced approach to organizational capacity strengthening and Agency-wide collection of standard organizational capacity strengthening data. While USAID previously measured local capacity of organizations based on an organization’s ability to receive and manage federal funding, NPI has promoted measuring success by an organization’s ability to achieve and sustain demonstrable

outcomes. Refer to the [CBLD-9 Capacity Building Indicator Resource Page](#) for further details.

## **REFINEMENT PERIOD**

Refinement Period during which the award recipient and the USAID further refine and adapt the activity design, technical approaches, and theory of change (TOC) to improve the impact and sustainability of results. NPI envisions the initial Refinement Period Phase to last approximately 3-12 months, depending on the needs of the activity, context, and partner.

## **DEFINITIONS**

### **NEW PARTNER**

An individual or organization that has not received any funding from USAID as a prime partner over the last five years.

### **NONTRADITIONAL PARTNER**

Organizations that have received less than \$25 million in direct or indirect awards from USAID over the past five years. Previously referred to as Underutilized Partners, a term still used in technical documents such as solicitations.

### **LOCAL ENTITY**

An individual or organization that:

1. Is legally organized under the laws of a country that is receiving assistance from USAID; 2. Has its principal place of business or operations in a country receiving assistance from USAID;
3. Is majority-owned by individuals who are citizens or lawful permanent residents of a country receiving assistance from USAID; and
4. Is managed by a governing body, the majority of whom are citizens or lawful permanent residents of the country receiving assistance from USAID.

### **LOCALLY ESTABLISHED PARTNER (LEP)**

A U.S. or international organization that works through locally led operations and programming models. LEPs:

1. Have maintained continuous operations in-country for at least five years and materially demonstrate a long-term presence in a country through adherence or alignment to the following:
  - Local staff comprises at least 50% of office personnel;
  - Maintenance of a dedicated local office;
  - Registration with the appropriate local authorities,
  - A local bank account; and
  - A portfolio of locally implemented programs.
2. Have demonstrated links to the local community, including:
  - If the organization has a governing body or board of directors, then it must include a majority of local citizens (in the host country, this is not required);

- A letter of support from a local organization to attest to its work; and
- Other criteria that an organization proposes to demonstrate its local roots.

### **LEVERAGE**

Significant resources mobilized from non-U.S. Government sources. USAID seeks to mobilize resources of other actors on a 1:2 or greater basis (i.e., 50 percent of the proposed value of the award). Leveraged resources may include grants or awards from non-U.S. Government organizations and other donor governments. Leverage under NPI excludes in-kind contributions with the exception of intellectual property or volunteer hours from third parties.